



Kit Carson Correctional Center Visitation Rules for IDOC Offenders

VISITATION

KCCC encourages visitation between inmates and their families and friends. Visitation is important by helping inmates to keep up relationships. KCCC follows the IDOC SOP 604.02.01.001, *Visiting*. Note: Visitation may occasionally be closed for parole hearings to be conducted. Visitors may check with visitation staff to determine when these closures will be occurring.

Visitors must submit an application to: KCCC VISITOR APPLICATION
c/o CONTRACT PRISON OVERSIGHT UNIT
1299 N ORCHARD SUITE 110
BOISE, ID 83706

The Idaho DOC Contract Prison Oversight Unit must approve all visitor applications before a visit will be allowed. Application forms are available on the unit and can be sent by the inmate to potential visitors, or downloaded from the IDOC website. False or incomplete information on the application may be cause for denial. Once the application has been submitted to IDOC, expect a minimum of four (4) weeks for processing. The offender and the visitor will receive written notice of approval or denial. Visitation is a privilege. Visits may be ended, restricted or changed at any time.

Visitation hours are from 0800 hours until 1600 hours Thursday and Friday

SPECIAL VISITS

Arrangements for special visits outside of regularly scheduled visitation times may be requested by the offender through their case manager, and should be scheduled at least two weeks in advance. Special visits may be scheduled Monday through Friday, providing staff availability and/or the security of the facility. Special visits are considered on a case-by-case basis and require approval by the warden; they are normally limited to immediate family members who have traveled a long distance and where time does not permit normal processing of the visiting application. All visits will require appropriate visitation approval.

LEGAL VISITS

Attorneys and their representatives can visit inmates during normal business hours, Monday through Friday between 8:00 a.m. and 4:00 p.m. The attorney must give the facility at least **24 hours advance notice**, unless it can be shown that such notice was not possible. Attorneys must show bona fide proof they can practice law in Idaho (a state bar membership card) and matching identification (such as a driver's license). Attorney's agents must pass a background check as required by IDOC SOP, 604.02.01.001 *Visiting*, before they can meet with an inmate. The Warden can stop or refuse an attorney visit for just cause. Legal visits may be scheduled through facility paralegal staff.

VISITATION RULES:

1. Visitors must be approved before they can visit an inmate. Visitors are required to follow all posted visitation rules. Current photo identification is required for all visitors over the age of 16.
2. Visitors, except immediate family, may not be on more than one inmate's approved visitor list at a time. A 6-month interval must pass after asking to be removed from one inmate's approved visitation list and submitting an application to visit another inmate.
3. Visitation days will be Thursday and Friday between the hours of 9:00a.m. – 4 p.m. No new arrivals will be processed after 3 p.m..
4. Visitors cannot bring in any item to give to an inmate nor may the visitor accept any item from an inmate.
5. Visitors can bring in the following items: photo identification, vehicle keys, coins for vending machines (up to \$20.00), labeled prescription medication (must be non-expired, be issued to the visitor and in original container) (one dose only) that must be taken during the visit or available for emergency use (such as an asthma inhaler). Diaper bags may contain 2 bottles of formula, milk, water or juice, a pacifier, diapers, and a container of baby food or cereal. All cell phones, pagers, laptop/palm computers, or electronic equipment, tobacco products, matches, lighters and paper money must be left in visitors' vehicles.
6. Visitors must be properly dressed. Garments should be conservative and modest. Proper underclothing and footwear must be worn. The following is not allowed:
 - a) Sleeveless garments, low-cut or see-through clothing
 - b) Bare midriffs
 - c) Hats, caps, bandanas or doo-rags
 - d) Scrubs, shorts or cutoffs
 - e) Mini skirts
 - f) Bare feet
 - g) Spandex
 - h) Multi-layered clothing such as coats and sweatshirts
7. Visitation supervisor or designee has the final approval of what is acceptable dress.
8. Medium and higher custody level offenders and visitors will remain at the assigned seating unless authorized by staff. Inmates will sit facing the security desk. Children must remain at the table or play area unless escorted by the visiting parent or guardian. Inmates and visitors may not visit with other inmates or their visitors. Visitors are responsible to ensure their children are well behaved.
9. Visitors and inmates are limited to a brief kiss and embrace at the beginning and the end of the visit. Physical contact during the visit will be limited to hand holding. Hands are always to be in plain view. Children age 6 and under may sit on the inmate's lap.
10. At the end of the visit, good-byes are said at the assigned table. At the conclusion of the visit, inmates and their visitors are responsible for the cleanup of their assigned area.
11. *Due to periodic overcrowding, the staff may seek volunteers willing to end their visit early so others may visit. If there are no volunteers, the staff will end a visit based on the length of visit, frequency of visits, and the distance traveled.*
12. Disrespect or aggression towards staff, inmates, or visitors, or improper use of or abuse of state property will not be tolerated.
13. Inmates have the sole responsibility of notifying visitors of any rule, schedule, or visiting status changes.

14. Visitors must report any new arrests, pending charges, and change of name or address as declared on the visiting application. Changes must be submitted to the visiting room staff on an updated application form. Failure to do so can result in termination of visiting privileges. The visiting privileges of visitors with new pending felony arrests will be re-evaluated.
15. Per Colorado Revised Statute it is a crime to introduce weapons, drugs, or other contraband into a correctional facility. All persons, vehicles, and possessions entering state property are subject to search. Correctional staff and a metal detector will be used to enforce this statute. Failure to submit to a search will result in termination of visiting privileges. Vehicles must be secured with doors locked, windows fully closed and no firearms.
16. At the conclusion of the visit, visitors must remain in the visiting room until the inmate has cleared the search room.
17. The visiting room staff are responsible for the safe and orderly conduct of visiting room activities; all visitors and inmates must comply with their directives.
18. Violations of the KCCC Visiting Room rules may result in termination of visits and/or visiting privileges being suspended.
19. Visitation applications for children under the age of 18 years of age must meet the following guidelines:
 - Be immediate family members.
 - Be accompanied by a parent or guardian (who are approved visitors) during the visit; or a child protection worker or agent of the Department of Health and Welfare, if in the custody of the State.
 - A completed *Visitor's Application*, a *Visiting Application Addendum for Minor Children* and a certified copy of the child's birth certificate must be provided to the visitation staff.
20. Visits by children who are victims of a violent or sexual crime must be approved by the facility head. Also, a written recommendation from a licensed counselor must be provided to the facility head. If visitation is allowed, the facility head may require additional rules for the visit.
21. Inmates found guilty of a drug-related DOR will be denied visitation privileges for 6 months.
22. Visits with inmates with a close custody status will be non-contact visits only.